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ABSTRACT

Designed for administrators and teachers, this bibliography of competency-based adult education materials lists recent curricular and research materials in the major coping skill areas such as mathematics, communications, citizenship, family life, health, and financial survival. Each entry gives full bibliographical information including the title, author, source, date, reading level, and format. In addition, each entry provides a brief abstract of the resource. (LRA)

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ED199571

Competency - Based Adult Education Bibliography

National Adult Education Clearinghouse

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CE 028 575

Centers of Adult Continuing Education
Montclair State College
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Compiled by William Hammond
Fran M. Spinelli, Director
National Adult Education Clearinghouse
National Multimedia Center

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INTRODUCTION

The National Adult Education Clearinghouse/National Multimedia Center is pleased to present our Quality Quickies Series of bibliographies. These short, up-to-date, annotated bibliographies will deal with a number of important adult education concerns. The Competency-Based Adult Education Bibliography, lists recent curricular and research materials in the major coping skills areas, such as mathematics, communications, citizenship, family life, health, and financial survival. Each entry gives full bibliographical information, the address of the publisher, the readability and/or grade level of the text, and an abstract of the contents. This bibliography offers administrators and teachers an easy and efficient overview of the resources available in this field.

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INSTRUCTIONAL MATERIALS

007857

TITLE: LIFE (LEARNING INFORMATION FOR EFFECTIVE LIVING): ADULT COPING SKILLS READING MODULES IN CONSUMER ECONOMICS AND COMMUNITY RESOURCES
AUTHOR: Smith, Jo and Walden, Bobbie L.
SOURCE: Alabama State Department of Education, ABE Section, Division of Postsecondary and Continuing Education, Montgomery, Alabama 36130/ Central Alabama Performance Education Project
DATE: 1976 PAGES: 136 PRICE: Free
READING LEVEL: Student: 0-5 (Fry) - Guide: 9th grade (Fry)
FORMAT: Teaching Kit - soft cover
COMMENT: Presented here are two reading modules based on APL for the areas of Consumer Economics and Community Resources. Each module includes a guide to the designator system, goals and objectives, cross references of reading skills, sample instructional materials, and resources. From the introduction, "The LIFE adult coping skills reading modules were written to provide the adult basic education teacher with practical and useful low level reading materials. The materials are based on the APL goals and objectives. They are meant to be used to teach adults how to read by teaching them what they need to know in order to cope in today's world." (BGS)

007858

TITLE: LIFE (LEARNING INFORMATION FOR EFFECTIVE LIVING): ADULT COPING SKILLS
AUTHOR: Smith, Jo and Walden, Bobbie L.
SOURCE: Alabama State Department of Education, ABE Section, Division of Postsecondary and Continuing Education, Montgomery, Alabama 36130/Central Alabama Performance Education Project
DATE: 1976 PAGES: 143 PRICE: Free
READING LEVEL: Student: 0-5 (Fry) - Guide: 9th grade (Fry)
FORMAT: Teaching Kit - soft cover
COMMENT: Presented here are three reading modules based on APL for the areas of Health, Occupational Knowledge, and Government and Law. Each module includes a guide to the designate system, goals and objectives, cross references of reading skills, sample instructional materials, and resources. From the introduction, "The LIFE adult coping skills reading modules were written to provide the adult basic education teacher with practical and useful low level reading materials. The materials are based on the APL goals and objectives. They are meant to be used to teach adults how to read by teaching them what they need to know in order to cope in today's world." (BGS)

005815

SERIES
TITLE: ADULT PERFORMANCE LEVEL (APL) PROJECT IN CAREER EDUCATION FOR ADULTS
AUTHOR: Frank, Harry E. (Director)
SOURCE: Department of Vocational and Adult Education, Division of Adult Education, 203 Petrie Hall, Auburn University, Auburn, Alabama 36830/Alabama State Department of Education and USOE
DATE: 1975 PAGES: 477 PRICE: $20.00

READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guides - soft cover
COMMENT: This series of five teaching guides--developed over a two-year period of research, holding of institutes and field testing--presents problem-solving approaches and general information adults can utilize successfully in their daily, family, career-and-community life. The competencies established as norms are those based on national Adult Performance Level (APL) studies. Performance requirements--called objectives--are keyed to five General Knowledge Areas, each treated in a separate guide: 1) Community Resources; 2) Health; 3) Consumer Economics; 4) Occupational Knowledge and 5) Government and Law. Basic skills to be learned involve inter-communication, problem solving techniques and interpersonal relations. Modules are presented in terms of overall objectives, teacher-and-learner activities and resources. Much of the learner activity centers around problem-solving, with the problems presented in capsule case-history format. The project received sponsorship in its second year from the Alabama State Dept. of Education and the U.S. Office of Education. The five books developed were part of a career-education institute, the University of Auburn and sponsors realizing that adults are often confronted with problems requiring the application of general and specific knowledge and skills for adequate solution. (JR)

005816

TITLE: CAREER EDUCATION FOR ADULTS: COMMUNITY RESOURCES MODULE
SERIES
TITLE: ADULT PERFORMANCE LEVEL (APL) PROJECT IN CAREER EDUCATION FOR ADULTS
AUTHOR: Frank, Harry E. (Director)
SOURCE: Dept. of Vocational and Adult Education, Division of Adult Education, 203 Petrie Hall, Auburn University, Auburn, AL 36830/Alabama State Dept. of Education and USOE
DATE: 1975 PAGES: 85 PRICE: $4.00
READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: One in a series of five teaching guides developed as part of a career education project for adults at Auburn University--each of the guides geared to help the adult develop problem solving techniques and skills and knowledge necessary for success in home-and-family, career, community and personal life--this series of objectives, activities and resources, presented in modular, step-by-step form, deals with the area of community resources, acquainting the adult student with the variety of facilities available to him on the local level. (JR)

005817

TITLE: CAREER EDUCATION FOR ADULTS: HEALTH MODULE
SERIES
TITLE: ADULT PERFORMANCE LEVEL (APL) PROJECT IN CAREER EDUCATION FOR ADULTS
AUTHOR: Frank, Harry E. (Director)
SOURCE: Dept. of Vocational and Adult Education, Division of Adult Education, 203 Petrie Hall, Auburn University, Auburn, AL 36830/Alabama State Dept. of Education and USOE
DATE: 1975 PAGES: 100 PRICE: $4.00
READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: One in a series of five teaching guides developed as part of a career education project for adults at Auburn University--each of the guides geared to help the adult develop problem-solving techniques and skills and knowledge necessary for success in home-and-family, career, community and personal life--this series of objectives, activities and resources, presented in modular, step-by-step form, deals with the

area of health and safety, teaching adults where to go for and what to know about health and medical facilities available to them. Activities are geared to teaching about nutrition, safety, drugs and medicines as well. (JR)

005818

TITLE: CAREER EDUCATION FOR ADULTS: GOVERNMENT AND LAW MODULE
SERIES
TITLE: ADULT PERFORMANCE LEVEL (APL) PROJECT IN CAREER EDUCATION FOR ADULTS
AUTHOR: Frank, Harry E. (Director)
SOURCE: Dept. of Vocational and Adult Education, Division of Adult Education, 203 Petrie Hall, Auburn University, Auburn, AL 36830/Alabama State Dept. of Education and USOE
DATE: 1975 PAGES: 50 PRICE: $3.00
READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: One in a series of five teaching guides developed as part of a career education project for adults at Auburn University--each of the guides geared to help the adult develop problem-solving techniques and skills and knowledge necessary for success in home-and-family, career, community and personal life- this sequence of objectives, activities and resources, presented in modular, step-by-step form, deals with the area of government and law, examining relationships between citizens and government, between the citizen and the legal system and exploring the different aspects of government activity that affect the individual in his everyday life. A working vocabulary of relevant terms is taught; explanation of the functions of government is given. (JR)

005819

TITLE: CAREER EDUCATION FOR ADULTS: CONSUMER ECONOMICS MODULE
SERIES
TITLE: ADULT PERFORMANCE LEVEL (APL) PROJECT IN CAREER EDUCATION FOR ADULTS
AUTHOR: Frank, Harry E. (Director)
SOURCE: Dept. of Vocational and Adult Education, Division of Adult Education, 203 Petrie Hall, Auburn University, Auburn, AL 36830/Alabama State Dept. of Education and USOE
DATE: 1975 PAGES: 164 PRICE: $5.00
READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: One in a series of five teaching guides developed as part of a career education project for adults at Auburn University--each of the guides geared to help the adult develop problem-solving techniques, skills and knowledge necessary for success in home-and-family, career, community and personal life--this series of objectives, activities and resources, presented in modular, step by-step form, deals with the area of consumer economics--teaching adults how to manage family economy and demonstrate an awareness of good purchasing practices. (JR)

005820

TITLE: CAREER EDUCATION FOR ADULTS: OCCUPATIONAL INFORMATION MODULE
SERIES
TITLE: ADULT PERFORMANCE LEVEL (APL) PROJECT IN CAREER EDUCATION FOR ADULTS
AUTHOR: Frank, Harry E. (Director)
SOURCE: Dept. of Vocational and Adult Education, Division of Adult Education, 203 Petrie Hall, Auburn University, Auburn, AL 36830/Alabama State Dept. of Education and USOE
DATE: 1975 PAGES: 78 PRICE: $4.00

READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: One in a series of five teaching guides developed as part of a career education project for adults at Auburn University--each of the guides geared to help the adult develop problem-solving techniques and skills and knowledge necessary for success in home-and-family, career, community and personal life--this series of objectives, activities and resources, presented in modular, step-by-step form, deals with development of a level of occupational knowledge (including the availability of job and guidance counseling) that will enable adults to secure employment in accordance with both individual needs and interests and economic facts of life. (JR)

007653

TITLE: READING ACHIEVEMENT
SERIES
TITLE: (FUNCTIONAL READING PROGRAM)
AUTHOR: Reiter, Irene M.
SOURCE: Cambridge Book Company, A New York Times Company, 488 Madison Avenue, New York, New York 10022
DATE: 1977 C PAGES: 186 PRICE:
READING LEVEL: 6th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: One in a series of four worktexts designed to improve reading skills while providing information and practice in everyday survival competencies, this volume contains thirteen structured units: Saving Your Money, Paying Your Bills, Buying on Credit, How Safe Is Your Home?, What About the Baby?, Smoking, Drinking and Using Drugs, Our National Government, Our Court System, Paying for Government, Pollution and Resources, Who Will Help?, American Labor Unions, Labor and Management. Revelant, adult reading passages are accompanied by many illustrations (sample forms, photographs, diagrams, etc) and by practical exercises based on reading passage content. There are review chapters, an index, and answer keys. (BGS)

008922

SERIES
TITLE: PROJECT LIFE: A CURRICULUM FOR ADULT LIFE COPING COMPETENCIES
AUTHOR: Laird, Robert S. Jr. (Director)
SOURCE: Central Susquehanna Intermediate Unit, P.O. Box 213, Lewisburg, PA 17837/ U.S. Office of Education, Department of Health, Education and Welfare
DATE: 1978 PAGES: 1,453 PRICE:
READING LEVEL: 5-8th grade (Fry)
FORMAT: Teaching Kit, Test Kit - soft cover
COMMENT: Project Life, a federally-funded program initiated in 1976 to develop a teaching kit geared to life-coping competencies in five major areas (Health, Consumer Economics, Law and Government, Occupational Knowledge and Community Resources) was completed in 1977 and field-tested and further revised in 1978 to its final form, reviewed here. The curriculum/teacher guides have matching student workbooks (the latter not reviewed). Another part of the package is the diagnostic examination material presented in two booklets, these consisting of 60-100 questions per subject area with answer keys provided at the front of each booklet. The curriculum materials include approximately twenty-five lessons per life coping area, each designed- because of limited attention and retention by the rural adult target ABE/GED audience with reading difficulties and minimal academic skills -to be completed in a half-hour to one-hour time period. All Project Life materials are written at a 5th-8th grade level to make life-coping information easily accessible to adults and to enable them to use the materials in conjunction with development of reading skills. Style and format have been geared for both relevance and appeal. A superior presentation. (JR)

008923

TITLE: HEALTH
SERIES
TITLE: PROJECT LIFE: A CURRICULUM FOR LIFE COPING COMPETENCIES
AUTHOR: Kreitzer, John
SOURCE: Central Susquehanna Intermediate Unit, P.O. Box 213, Lewisburg, PA 17837/ U.S. Office of Education, Department of Health, Education and Welfare
DATE: 1978 PAGES: 234 PRICE:
READING LEVEL: 5-8th grade (Fry)
FORMAT: Teaching Kit - soft cover
COMMENT: One of five teaching kits geared to life-coping competencies prepared as part of a 309 federally-funded project for rural adults in Pennsylvania, this consists of 38 lessons, presented in seven major units: 1) First Aid; 2) Common Problems and Illnesses; 3) Medical Care; 4) Health Expenses; 5) Pregnancy/Pre-Natal/and Child Care; 6) Physical Fitness; Nutrition; Diet; Exercise; 7) Mental Health. Important information is presented in meaningful and readable format--and interestingly--to the local rural Pennsylvania target audience of ABE/GED students. The case-study and story formats used in many of these units help adults to identify more easily with the problem at hand and the suggested solutions or referrals. This guide--like the others in the series--contains teacher suggestions and class discussion questions as well as complete lesson outlines and text material. Well done. (JR)

008924

TITLE: CONSUMER ECONOMICS
SERIES
TITLE: PROJECT LIFE: A CURRICULUM FOR LIFE COPING COMPETENCIES
AUTHOR: Bawa, Ranjit
SOURCE: Central Susquehanna Intermediate Unit, P.O. Box 213, Lewisburg, PA 17837/ U.S. Office of Education, Department of Health, Education and Welfare
DATE: 1978 PAGES: 246 PRICE:
READING LEVEL: 5-8th grade (Fry)
FORMAT: Teaching Kit - soft cover
COMMENT: One of five teaching kits geared to life-coping competencies prepared as part of a 309 federally-funded projects for rural adults in Pennsylvania, this consists of 27 lessons presented in nine units: 1) Budgeting; 2) Banking; 3) Health/ Life Insurance; 4) Credit; 5) Misleading Advertising (job-related); 6) Housing; 7) Transportation; 8) Shopping; and 9) Conclusion. The units cover information people must know in order to function successfully in consumer economics--meeting their needs in the areas of budgeting, shopping and banking information to help them purchase food, find shelter, buy clothing and get/use/find transportation. Information is presented in meaningful and readable format, the case-study approach used extensively, found helpful to the local rural Pennsylvania target audience of ABE/GED students who respond to the people and the problems delinated in each unit. This guide--like the others in the series--contains teacher suggestions and class discussion questions as well as complete lesson outlines and text material. (JR)

008925

TITLE: GOVERNMENT AND LAW
SERIES
TITLE: PROJECT LIFE: A CURRICULUM FOR LIFE COPING COMPETENCIES
AUTHOR: Laird, Robert J. Jr.
SOURCE: Central Susquehanna Intermediate Unit, P.O. Box 213, Lewisburg, PA 17837/ U.S. Office of Education, Department of Health, Education and Welfare
DATE: 1978 PAGES: 138 PRICE:

READING LEVEL: 5-8th grade (Fry)
FORMAT: Teaching Kit - soft cover
COMMENT: One of five teaching kits geared to life-coping competencies prepared as part of a 309 federally-funded project for rural adults in Pennsylvania, this consists of twenty-five lessons, informally written where possible; brief and to the point when straight information (a fact sheet on Congress; on the Bill of Rights, etc.) has to be given. Meaningful questions are designed to stimulate student interest and participation. Case study-type materials are also used. This guide gives some American history; outlines major parts of the government; describes the Constitution and Congress; explains the system of law and how it relates to daily living. Lesson 13 is particularly meaningful, showing the student how local government touches him--when he needs a building permit; when he has to remove his car from the street for snow removal; voter registration; getting permission to use a park for a group picnic; applying for a marriage, dog or hunting license; fire and police protection; public education, etc. This guide--like the others in the series--contains teacher suggestions and class discussion questions as well as complete lesson outlines and text material. (JR)

008926

TITLE: OCCUPATIONAL KNOWLEDGE
SERIES
TITLE: PROJECT LIFE: A CURRICULUM FOR ADULT LIFE COPING COMPETENCIES
AUTHOR: Thomas, Robert
SOURCE: Central Susquehanna Intermediate Unit, P.O. Box 213, Lewisburg, PA 17837/ U.S. Office of Education, Department of Health, Education and Welfare
DATE: 1978 PAGES: 256 PRICE:
READING LEVEL: 5-8th grade (Fry)
FORMAT: Teaching Kit - soft cover
COMMENT: One of five teaching kits geared to life-coping competencies prepared as part of a 309 federally-funded project for rural adults in Pennsylvania, this consists of 27 lessons with appropriate reading materials and questions for students, each with a teacher's guide introducing the unit, outlining objectives and suggesting procedures to be followed for maximal effectiveness. Basic units are: 1) Selecting a Job; 2) Finding a Job; 3) Keeping a Job and 4) Advancement/Promotion. Lessons differ from the usual career-education curriculum in that they are written in a range of styles to stimulate receptive student response to the materials. It was felt--and later proved in evaluative testing--that the local rural population--the target audience for these learning units, would respond to information presented in anecdotal form bringing in history, mystery, fiction, science fiction and newspaper-type format. Stories have a situational base with which the target audience of adults can identify. Discussion questions and content emphasize values, the work ethic and necessary job attitudes and pre-vocational skills. (JR)

008927

TITLE: COMMUNITY RESOURCES
SERIES
TITLE: PROJECT LIFE: A CURRICULUM FOR ADULT LIFE COPING COMPETENCIES
AUTHOR: Haputschein, Mark
SOURCE: Central Susquehanna Intermediate Unit, P.O. Box 213, Lewisburg, PA 17837/ U.S. Office of Education, Department of Health, Education and Welfare
DATE: 1978 PAGES: 154 PRICE:
READING LEVEL: 5-8th grade (Fry)
FORMAT: Teaching Kit - soft cover
COMMENT: One of five teaching kits geared to life-coping competencies prepared as part of a 309 federally-funded project for rural adults in Pennsylvania, this consists of 25 lessons, presented in 11 units: 1) Introductory Materials; 2) Information,

Referral and Follow-Up Services; 3) Protection and Emergency Services; 4) Financially Supportive Services; 5) Health Services; 6) Parenting Services; 7) Educational Services; 8) Employment, Consumer and Legal Protection Services; 9) Transportation Skills; 10) Elderly People Services; and 11) Recreational Services. Important information is presented in meaningful and readable format--and interestingly--to the local rural Pennsylvania target audience of ABE/GED students. The case-study format used for many of these units helps adults to identify more easily with the problem at hand and the suggested solutions (i.e. referrals to the proper agencies for help). This guide--like the others with teacher suggestions and class discussion questions included--is extremely well done. (JR)

008928

TITLE: DIAGNOSTIC TESTS
SERIES
TITLE: PROJECT LIFE: A CURRICULUM FOR ADULT LIFE COPING COMPETENCIES
AUTHOR: Laird, Robert S. Jr. (Director)
SOURCE: Central Susquehanna Intermediate Unit, P.O. Box 213, Lewisburg, PA 17837/ U.S. Office of Education, Department of Health, Education and Welfare
DATE: 1978 PAGES: 425 (in two volumes) PRICE:
READING LEVEL: 5-8th grade (Fry)
FORMAT: Test Kit
COMMENT: These two volumes contain a complete battery of pre-and-post diagnostic tests: 60-100 questions for each of the five life-coping competency curriculum areas (Health, Consumer Economics, Government and Law, Occupational Knowledge and Community Resources) covered in this federally-funded 309 project for disadvantaged ABE/GED students in rural Pennsylvania. The questions are multiple choice. Complete answer keys are included. Each of the tests has a longer or shorter form that can be used. Charts and forms for recording test data are also included along with the complete test manual. The bulk of the material warranted its presentation in two volumes, the first containing tests in the areas of Health and Consumer Economics; the second containing the tests in Government and Law, Occupational Knowledge and Community Resources. Tests are based on content taught in each of the five curriculum guides prepared for the project. Like the rest of the materials, the tests are well done. (JR)

000891

TITLE: PLANNING MEALS AND SHOPPING
AUTHOR: Weaver, Ann A.
SOURCE: Fearon Publishers, Inc., Palo Alto, California (Lear Siegler Inc., Education Division)
DATE: 1970 C PAGES: 57 PRICE:
READING LEVEL: 3rd grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: This workbook helps the young adult in understanding nutritional values of food, knowing how to prepare and plan nourishing meals, understanding the problems involved in budgeting for food and buying it; and finally, the student is taught how to store it safely. Charts, pictures, drawings, and written exercises help to reinforce the student's learning. The pages are perforated to allow individual work. A teacher's manual accompanies this book. (DMB)

008951

SERIES
TITLE: FOLLETT COPING SKILLS SERIES
AUTHOR: McVey & Associates, Inc.
SOURCE: Follett Publishing Company, 1010 West Washington Blvd., Chicago, IL 60607
DATE: 1977 C PAGES: 256 PRICE: $7.20
READING LEVEL: 3-4th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: This series of four worktexts--each written on the 3.5 grade level--deals with basic life-coping skills that 20% of all adults find difficult to perform because of an inability to apply basic academic skills to daily tasks. The four worktexts are: 1) Finding Work--concentrating on skills needed to find a job; 2) Budgeting--emphasizing wise money management; 3) Getting Medical Assistance--giving information on help available through an account of the medical experiences' of one family; 4) Using Community Resources--teaching the uses of the telephone book and showing students how to locate names, addresses and services of agencies they need. Exercises test comprehension. An answer key is at the back of each booklet. Difficult vocabulary words are taught at the beginning of each lesson. Reading materials for each lesson are relevant to daily life. Content is adult oriented. A helpful, meaningful series. Reading level seems more difficult than the 3.5 Spache base at which it is marked, however. (JR)

008952

TITLE: FINDING WORK
SERIES
TITLE: FOLLETT COPING SKILLS SERIES
AUTHOR: McVey & Associates, Inc.
SOURCE: Follett Publishing Company, 1010 West Washington Blvd., Chicago, IL 60607
DATE: 1977 C PAGES: 64 PRICE: $1.80
READING LEVEL: 3-4th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: One in a series of four worktexts dealing with basic life-coping skills that 20% of all adults find difficult to perform, this deals with the world of work. Lessons deal with learning about, and using, sources of job information--particularly help-wanted ads--and applying for jobs for which one is qualified. The student learns to evaluate his qualifications from both previous job and daily-life experience; to fill out an application form and to apply for a social security card. Readings are geared to the topic. Exercises check comprehension. An answer key is found at the back. New words are introduced and explained; abbreviations and short forms used in typical help-wanted ads are spelled out. Like the other worktexts in the series: well-done. (JR)

008953

TITLE: BUDGETING
SERIES
TITLE: FOLLETT COPING SKILLS SERIES
AUTHOR: McVey & Associates, Inc.
SOURCE: Follett Publishing Company, 1010 West Washington Blvd., Chicago, IL 60607
DATE: 1977 C PAGES: 64 PRICE: $1.80
READING LEVEL: 3-4th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: One in a series of four worktexts dealing with basic life-coping skills that 20% of all adults find difficult to perform, this deals with the area of budgeting--emphasizing wise money management. The need for budgeting, ways to budget, ways to

chart income and expenses--both fixed and changing--are covered. Sample budgets are shown; the student learns to analyze these and to make up his own budget. Readings and exercises are closely related to the matter at hand. Exercises test comprehension of what has been read. Answer key is at the back of each booklet. Difficult (or new) vocabulary words are introduced and explained at the beginning of each lesson. A helpful, meaningful booklet--adult-oriented--that builds up a necessary skill for any household head. (JR)

008954

TITLE: GETTING MEDICAL ASSISTANCE
SERIES
TITLE: FOLLETT COPING SKILLS SERIES
AUTHOR: McVey & Associates, Inc.
SOURCE: Follett Publishing Company, 1010 West Washington Blvd., Chicago, IL 60607
DATE: 1977 C PAGES: 64 PRICE: $1.80
READING LEVEL: 3-4th grade (Spache)
FORMAT: Worktext - soft cover
COMMENT: One in a series of four worktexts dealing with basic life-coping skills that 20% of all adults find difficult to perform, this gives guidelines on getting needed medical assistance (finding a doctor, giving information on medical history, obtaining emergency room services, using the mental health clinic, understanding symptoms, finding out about community health facilities, visiting nurses, therapists, social workers for older people in the family who get sick, learning about other medical services available within the local geographic area). Readings are geared to the subject area. Exercises test comprehension. An answer key is at the back of the booklet. Difficult vocabulary words are introduced and explained, in context, at the beginning of each unit. Excellent materials. Interesting adult-oriented content, the information presented through the experiences of one family. (JR)

008955

TITLE: USING COMMUNITY RESOURCES
SERIES
TITLE: FOLLETT COPING SKILLS SERIES
AUTHOR: McVey & Associates, Inc.
SOURCE: Follett Publishing Company, 1010 West Washington Blvd., Chicago, IL 60607
DATE: 1977 C PAGES: 64 PRICE: $1.80
READING LEVEL: 3-4th grade (Spache)
FORMAT: Worktext - soft cover
COMMENT: One in a series of four worktexts dealing with basic life coping skills that 20% of all adults find difficult to perform, this deals with, and teaches, through the use of the telephone book--particularly the classified pages--ways to find needed community services and agencies. The adult student learns that such agencies and services as banks, employment agencies, fire department, hospitals, legal aid agencies, libraries, clinics, police, post office, public utilities, schools and social service agencies are community resources. He learns to look up names and addresses of friends and neighbors; finds out how to locate plumbers and cleaners, restaurants and carpenters, physicians and dentists. Readings are closely related and helpful. Exercises test comprehension. An answer key is at the back of the book. (JR)

009211

TITLE: FORMS IN YOUR FUTURE
AUTHOR: Coltry, M.
SOURCE: Learning Trends, Division of Globe Book Company, Inc., 175 Fifth Avenue, New York, New York 10010
DATE: 1977 C PAGES: 109 PRICE:
READING LEVEL: Student: 4th grade (Fry) - Guide: 8th grade (Fry)
FORMAT: Worktext, Teaching Guide - soft cover
COMMENT: Exposing the student to twenty-four important forms with which he/she might meet, this workbook offers guidance and an opportunity to practice certain writing and computation skills. Job applications, checking account forms, driver's license applications, and income tax forms: the student completes these and more. The pages are hole-punched for binders and are perforated, that they may be submitted to the teacher. An extremely useful learning tool. The 67-page guide contains a number of helpful features. A list of teaching ideas and a sample lesson plan preface the sections devoted to the teaching of the twenty-four forms in the student text. Each of these sections lists important vocabulary words and gives suggestions for class discussion. (WH)

009280

SERIES
TITLE: ADULT COMPETENCY EDUCATION LEARNING MODULES
AUTHOR: Wallace, Virginia
SOURCE: Beverly Schwartz, Resource Utilization and Dissemination Center, Center of Adult Continuing Education, Montclair State College, Upper Montclair, New Jersey 07043/N. J. Dept. of Education, Division of School Programs, Bureau of Adult, Continuing Community Education (a 309 Grant)
DATE: 1978 C PAGES: n/a PRICE: See Below
READING LEVEL: 4-5th grade (Fry)
FORMAT: Teaching Kit
COMMENT: First four in what will be a series of six competency-based math instructional modules for ABE students, the program bridges the gap between CBAE/APL theory and actual classroom experience. It offers the teacher self-contained instructional packages including objectives, curriculum outline, lesson plans, teacher/student activities, skill documentation, materials and worksheets, all designed for immediate classroom use. Both academic and life-coping skills are stressed. Each learning module begins with CBAE objectives covered, followed by an index to lessons, a brief curriculum outline and guide to materials. The index lists lessons to be presented, summarizes contents of each unit and charts the necessary materials. In most cases these (i.e. worksheets, answer keys, reproductions of advertisements, pamphlets, are included; the teacher wishing to teach from the module need only reproduce and distribute the material. The activity outline for each lesson contains a step-by-step enumeration of student (and teacher) activities, with emphasis on learner participation. Student activities are correlated with ABE skills stressed. White pages, activity cards and actual materials (labels, pamphlets, schedules) are for the student's use. Most of the worksheets have answer keys, permitting students to check their own work. The spiral-bound books: 1) Shopping; 2) Paychecks; 3) Housing; 4) Budgets contain the entire instructional module and are for the teacher's use and guidance. In them are contained the student work-sheets which have been prepared separately as well, unit by unit, for easier reproduction and distribution by the teacher. The two modules which will be published at a later date are 5) Driving and 6) Travel and Transportation. All modules contain a developmental math curriculum with worksheets prepared at four varying levels of ability (these described in each teacher book). Content of each package has been

geared to students in ABE classes with reading levels of 4.0 to 7.5. All of the materials have been extensively classroom tested. This program offers both a comprehensive, well-coordinated instructional approach for the teacher and a meaningful learning experience for the ABE student in which he/she is actively involved in the acquisition of basic life-coping skills. A superior series. Materials were originally developed and field-tested in Plainfield, New Jersey as part of an experimental project in adult competency-based education. Write for further information and prices.

009281

TITLE: SHOPPING
SERIES
TITLE: ADULT COMPETENCY EDUCATION LEARNING MODULES
AUTHOR: Wallace, Virginia
SOURCE: Beverly Schwartz, Resource Utilization and Dissemination Center, Center of Adult Continuing Education, Montclair State College, Upper Montclair, New Jersey 07043/N.J. Department of Education, Division of School Programs, Bureau of Adult, Continuing Community Education
DATE: 1978 C PAGES: n/a PRICE: See Below
READING LEVEL: 4-5th grade (Fry)
FORMAT: Teaching Kit
COMMENT: The first in what will ultimately be a series of six competency-based math instructional modules for ABE students--a program bridging the gap between CBAE/APL theory and actual classroom experience- this offers the teacher a self-contained instructional package including objectives, curriculum outline, lesson plans, teacher/student activities (with emphasis on the latter for greater learner involvement), skill documentation, materials and worksheets all designed for immediate classroom use. Both academic and life-coping skills are stressed. The student learns, through the nine units, to build an oral and written consumer economics vocabulary, to be aware of the principles of comparison shopping and of money management. He learns awareness of advertising techniques and of both meaningful and misleading forms of selling and advertising. Readings are kept simple. There is close correlation throughout between reading selections, exercises and math activities. The spiral-bound teacher book contains the entire instructional module; student worksheets have been presented separately as well for easier reproduction and distribution by the teacher. The nine units in this instructional package are developmental. Worksheet answers are included, enabling the student to check himself. Write for further information and prices. (JR)

009282

TITLE: PAYCHECKS
SERIES
TITLE: ADULT COMPETENCY EDUCATION LEARNING MODULES
AUTHOR: Wallace, Virginia
SOURCE: Beverly Schwartz, Resource Utilization and Dissemination Center, Center of Adult Continuing Education, Montclair State College, Upper Montclair, N.J. 07043/N.J. Department of Education, Division of School Programs, Bureau of Adult, Continuing Community Education
DATE: 1978 C PAGES: n/a PRICE: See below
READING LEVEL: 4-5th grade (Fry)
FORMAT: Teaching Kit
COMMENT: Second in what will ultimately be a series of six competency-based math instructional modules for ABE students--a program bridging the gap between CBAE/APL theory and actual classroom experience--this offers the teacher a self-contained instructional package including objectives, curriculum outline, lesson plans,

teacher/student activities (with emphasis on the latter for greater learner involvement), skill documentation, materials and worksheets all designed for classroom use. Both academic and life-coping skills are stressed. The student learns, through the three units, to build an oral and written vocabulary related to occupational knowledge, to know the financial and legal aspects of employment, to explore the relationship between government services and the American tax system, to build an oral and written consumer economics vocabulary, to be able to count and convert coins and currency, weights and measures using measurement tables and mathematical operations, and to understand concepts of sales tax and income tax. Readings are kept simple. There is close correlation between reading selections, exercises and math activities. The spiral-bound book contains the entire instructional module; student worksheets are presented separately as well for easier reproduction/distribution by the teacher. The three units in this instructional package are developmental. Worksheet answers are included, enabling the student to check himself. Write for further information and prices. (JR)

009283

TITLE: HOUSING
SERIES
TITLE: ADULT COMPETENCY EDUCATION LEARNING MODULES
AUTHOR: Wallace, Virginia
SOURCE: Beverly Schwartz, Resource Utilization and Dissemination Center, Center of Adult Continuing Education, Montclair State College, Upper Montclair, N.J. 07043/N.J. Department of Education, Division of School Programs, Bureau of Adult, Continuing Community Education
DATE: 1978 C PAGES: n/a PRICE: See Below
READING LEVEL: 4-5th grade (Fry)
FORMAT: Teaching Kit
COMMENT: Third in what will ultimately be a series of six competency-based math instructional modules for ABE students--a program bridging the gap between CBAE/APL theory and actual classroom experience--this offers the teacher a self-contained instructional package including objectives, curriculum outline, lesson plans, teacher/student activities (with emphasis on the latter for greater learning involvement), skill documentation, materials and worksheets all designed for immediate classroom use. Both academic and life-coping skills are stressed. The student learns, through the six units, to build an oral and written consumer economics vocabulary, to determine housing needs and to know how to obtain housing and utilities based on these needs. He/she also becomes more aware of the basic principles of money management, including the basics of consumer decision-making. Readings are kept simple. There is close correlation between reading selections, exercises and math activities. The spiral-bound teacher book contains the entire instructional module; student worksheets from the book have been prepared separately as well for easier reproduction and distribution by the teacher. Answers are included to enable the student to check himself as he learns. Write for further information and prices. (JR)

009284

TITLE: BUDGETS
SERIES
TITLE: ADULT COMPETENCY EDUCATION LEARNING MODULES
AUTHOR: Wallace, Virginia
SOURCE: Beverly Schwartz, Resource Utilization and Dissemination Center, Center of Adult Continuing Education, Montclair State College, Upper Montclair, N.J. 07043/N.J. Dept. of Education, Division of School Programs, Bureau of Adult, Continuing Community Education
DATE: 1978 C PAGES: n/a PRICE: See below

READING LEVEL: 4-5th grade (Fry)
FORMAT: Teaching Kit
COMMENT: Fourth in what will ultimately be a series of six competency-based math instructional modules for ABE students- a program bridging the gap between CBAE/APL theory and actual classroom experience--this offers the teacher a self-contained instructional package including objectives, curriculum outline, lesson plans, teacher/student activities (with emphasis on the latter for greater learner involvement), skill documentation, materials and worksheets all designed for immediate classroom use. Both academic and life-coping skills are stressed. The student learns, through the five units, to build an oral and written consumer economics vocabulary and to be aware of the basic principles of money management--including the principles of consumer decision-making. Readings are kept simple. There is close correlation between reading selections, exercises and math activities. The spiral-bound teacher book contains the entire instructional module; student worksheets have been presented separately as well for easier reproduction and distribution by the teacher. The five units in this instructional package are developmental. Worksheet answers are included, enabling the student to check himself. Write for further information and prices. (JR)

009326

SERIES
TITLE: REAL LIFE MATH SKILLS
AUTHOR: Angeles, Eleanor, and Others
SOURCE: Scholastic Magazines, 50 W. 44th Street, New York, New York 10036
DATE: 1978 C PAGES: NA PRICE: $49.50 (Package 20 copies)
READING LEVEL: 3-4th grade (Fry)
FORMAT: Instructional Kit
COMMENT: This attractive package includes twenty copies of a student worktext, a teacher's edition, and a book of transparencies and spirit masters for use as pre-or post tests. As the title suggests, this developmental program is designed to equip functionally illiterate students with survival skills in math. The approach is practical, using actual documents (such as an IRS form) as computation exercises. The set is good for intensive remedial programs. (WH)

009327

TITLE: REAL LIFE MATH SKILLS - SKILLS BOOK
SERIES
TITLE: REAL LIFE MATH SKILLS
AUTHOR: Angeles, Eleanor, and Others
SOURCE: Scholastic Magazines, 50 W. 44th Street, New York, New York 10036
DATE: 1978 C PAGES: 128 PRICE: See Series Card
READING LEVEL: 3-4th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: An attractively illustrated worktext with a practical approach, this book gives students practice in six major areas of survival math skills: 1) fundamentals, 2) daily expenses, 3) money management, 4) job-related math, 5) the mathematics of economizing, and 6) leisure math (foreign currency exchange, etc.). After the basics are mastered, the book features documents and situations from adult life to motivate the learner in doing the exercises. A few appendices, a glossary, and an index complete the volume. (WH)

009328

TITLE: REAL LIFE MATH SKILLS - VISUALS/SPIRIT MASTERS
SERIES
TITLE: REAL LIFE MATH SKILLS
AUTHOR: Angeles, Eleanor S., and Others
SOURCE: Scholastic Magazines, 50 W. 44th Street, New York, New York 10036
DATE: 1978 C PAGES: NA PRICE: See Series Card
READING LEVEL: 3-4th grade (Fry)
FORMAT: Visual Aids - soft cover
COMMENT: This is a collection of thirty-two spirit masters and twelve overhead transparencies, supplemental to the exercises in the Skills Book. The design is neat and clear. (WH)

009329

TITLE: REAL LIFE MATH SKILLS - TEACHER S EDITION
SERIES
TITLE: REAL LIFE MATH SKILLS
AUTHOR: Angeles, Eleanor, and Others
SOURCE: Scholastic Magazines, 50 W. 44th Street, New York, New York 10036
DATE: 1978 C PAGES: 128 PRICE: See Series Card
READING LEVEL: 11-12th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: This teacher's edition contains lists of specific skills objectives for each unit, teaching strategies for every lesson, and the student test with answers supplied. (WH)

009253

SERIES
TITLE: PRACTICAL COMMUNICATION SKILLS
AUTHOR:
SOURCE: New Readers Press, Box 131, Syracuse, New York 13210
DATE: 1978 C PAGES: 172 PRICE: $4.50
READING LEVEL: Student: 4-7th grade (Fry) - Guide: 8-9th grade (Fry)
FORMAT: Worktext, Workbook, Teaching Guide - soft cover
COMMENT: Consisting of two sets of instructional texts (Using The Telephone and Writing to Others), this series of six books is designed to augment basic competency skills through illustration and exercise in sequential tasks. Teaching Guides accompany the sets. (WH)

009254

TITLE: USING THE TELEPHONE
SERIES
TITLE: PRACTICAL COMMUNICATIONS SKILLS I
AUTHOR: Cook, Cheri
SOURCE: New Readers Press, Box 131, Syracuse, New York 13210
DATE: 1978 C PAGES: 48 PRICE: $1.50
READING LEVEL: 4-5th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: Like the other books in this communications skills series, the instructional approach of this text is heavily dependent upon illustrations as a way of demonstrating basic competency skills to the reader. The successful completion of this book will equip a student to use the phone directory, make calls (and courteously, too!), use a business phone, get his/her own phone, and send telegrams. (WH)

009255

TITLE: USING THE TELEPHONE (SKILLS PRACTICE)
SERIES
TITLE: PRACTICAL COMMUNICATIONS SKILLS I
AUTHOR: Cook, Cheri
SOURCE: New Readers Press, Box 131, Syracuse, New York 13210
DATE: 1978 C PAGES: 31 PRICE: $.75
READING LEVEL: 4-5th grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: Each set of exercises in this workbook corresponds to and builds upon skills acquired in the lessons of Using The Telephone. Ideas for role playing and discussion supplement these exercises. Answer keys on last page. (WH)

009256

TITLE: WRITING TO OTHERS (REVISED EDITION)
SERIES
TITLE: PRACTICAL COMMUNICATIONS SKILLS 2
AUTHOR: Cook, Cheri
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1978 C PAGES: 48 PRICE: $1.50
READING LEVEL: 6-7th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: This student worktext takes a practical and straightforward approach to learning interpersonal writing skills, beginning with simple notes and advancing to business letters and public announcements. The lesson consists of simple instructions, clear illustrations for students to imitate, and exercises for demonstrating proficiency. The content of the book is geared to adult needs and interests. (WH)

009257

TITLE: WRITING TO OTHERS (SKILLS PRACTICE)
SERIES
TITLE: PRACTICAL COMMUNICATIONS SKILLS 2
AUTHOR: Cook, Cheri
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1978 C PAGES: 31 PRICE: $.75
READING LEVEL: 6-7th grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: Consisting of answer blanks which correspond to the lessons of Writing To Others, this workbook gives the student ample opportunity to practice the writing skills acquired from the text. It also features multiple-choice questions and suggestions for further discussion. (WH)

009258

TITLE: WRITING TO OTHERS - TEACHER'S GUIDE
SERIES
TITLE: PRACTICAL COMMUNICATIONS SKILLS 2
AUTHOR: Ellison, Judy
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1978 C PAGES: 14 PRICE: $.50
READING LEVEL: 8-9th grade (Fry)

FORMAT: Teaching Guide - soft cover
COMMENT: Designed to assist teachers in their use of the worktext and skills book. This guide divides each lesson into five sections: objectives, motivation, reading the lesson, skills practice, and extra exercises. (WH)

007077

SERIES
TITLE: PRACTICE IN SURVIVAL READING
AUTHOR: Greatsinger, Calvin
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1975-1976 C PAGES: 208 PRICE: $4.80
READING LEVEL: 3-4th grade (Fry)
FORMAT: Workbooks - soft cover
COMMENT: This is a series designed for the adult, either native-born or foreign-born, with limited reading skills or the teenager in need of meaningful, relevant reading materials to improve skills. The four booklets--three workbooks and a riddle book--concentrate on what the author calls "survival reading"--recognizing and interpreting signs, labels and instructions that are a necessary part of daily life if one is to function as a consumer, family member or wage earner. Stress is on building up three reading skills necessary for comprehension: locating facts; interpreting facts; applying knowledge. The signs, labels and instructions reproduced in the workbooks are the real thing--a train schedule, a menu, a department store directory, washing instructions, an aspirn bottle label, the contents of a cereal box. Illustrations are on the left-hand side of the page; questions to be answered are on the right side. Because the content and illustrations are taken from the reader's own daily living experience, recognition is quicker; understanding comes easier. Material is relevant and meaningful and of interest to the adult...The first booklet, Machine-Age Riddles, contains illustrations of key components of items such as alarm clocks, TV sets, coin-changers, along with labels and directions for their use, verbiage kept to a bare minimum. The student is asked to identify the item. As he does he gains a feeling of success, recognition being the first step, along with confidence, to successful reading experience. Titles of the three workbooks are Signs Around Town; Label Talk and Read the Instructions First, each of the workbooks containing 25 lessons and an answer key at the back. (JR)

007078

TITLE: MACHINE-AGE RIDDLES
SERIES
TITLE: PRACTICE IN SURVIVAL READING
AUTHOR: Greatsinger, Calvin
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1975 C PAGES: 16 PRICE: $.65
READING LEVEL: 3rd grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: First in a series of four units in Survival Reading, this concentrates on presenting illustrations of key components of everyday items such as alarm clocks, TV sets, coin-changers, pay telephones, voting machines, fire extinguishers, record player, drive-up bank window, parking lot entrance--along with labels and directions for their use, verbiage kept to a bare minimum. The student is asked to identify the items from the clues. As he does, he gains a feeling of success since recognition, understanding and confidence are preliminaries to successful reading experience. An answer key is at the back. (JR)

007079

TITLE: SIGNS AROUND TOWN
SERIES
TITLE: PRACTICE IN SURVIVAL READING
AUTHOR: Greatsinger, Calvin
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1976 C PAGES: 64 PRICE: $1.50
READING LEVEL: 3rd grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: This workbook is based on 25 signs commonly found in any community. Each sign becomes the basis of a reading lesson. Questions for the student to answer are designed to improve comprehension on three levels: 1) locating facts (finding the answer directly stated in the sign); 2) interpreting facts (drawing inferences and making relationships between facts, defining terms, interpreting meaning) and 3) applying knowledge. Signs reproduced (and questions for the student-reader to answer) include those found in a department store, supermarket, parking lot, bus station, dry cleaners, parking lot, garage, bus station, bus stop, drive-in, courthouse, golf course, moviehouse, campground, furniture store, roller rink, airport, tour service, grocery, market, shopping mall, etc. A word list, lesson by lesson is given--good for spelling practice. The answer key for the fill-in exercises is at the back of the book. (JR)

007080

TITLE: LABEL TALK
SERIES
TITLE: PRACTICE IN SURVIVAL READING
AUTHOR: Greatsinger, Calvin
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1976 C PAGES: 64 PRICE: $1.50
READING LEVEL: 3rd grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: Third in a series of four units in Survival Reading, this concentrates on labels found on every-day items that the wise shopper or consumer must read and understand before purchase and use. Included in the 25 lessons are labels from clothing care tags, dishes, children's toys, disinfectants, electric blankets, meats, oven-toasters, batteries, aspirin, cereal, sleeping bags, paints, floor waxes and anti-freeze. Reproductions of labels are on the left-hand side of the page; workbook questions for fill-in, checking understanding, are on the right. (JR)

007081

TITLE: READ THE INSTRUCTIONS FIRST
SERIES
TITLE: PRACTICE IN SURVIVAL READING
AUTHOR: Greatsinger, Calvin
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1976 C PAGES: 64 PRICE: $1.50
READING LEVEL: 3-4th grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: Fourth in a series of four units in Survival Reading, this concentrates on the need to read carefully instructions on use--of appliances like TV sets, washing machines, copying machines, spray paints, spot removers, charcoal lighters and of

medications, applications, etc. before trying things out on one's own. The book stresses the need to understand--for safety, for prevention of loss of time and money, for better use of one's money and time and for greater success in shopping, on the job or at home exercising one's responsibilities and privileges. Reproductions of instructions--including rules and regulations on use of motel rooms, swimming pools, etc.--are to be found on the left-hand side of the page; workbook questions checking comprehension are on the right. (JR)

007752

TITLE: LET'S LOOK IT UP
SERIES
TITLE: PRACTICE IN SURVIVAL READING
AUTHOR: Greatsinger, Calvin
SOURCE: New Readers Press, Division of Laubach Literacy, Inc., Box 131, Syracuse, New York 13210
DATE: 1977 C PAGES: 64 PRICE: $1.50
READING LEVEL: 5th grade (Fry)
FORMAT: Workbook - soft cover
COMMENT: Another workbook in an ongoing series (please see abstracts #007077-81) designed to give practice in reading "the essential messages of our time," this volume treats a number of common reference materials--dictionaries, encyclopedias, almanacs, charts, diagrams, graphs, calendars, telephone books, catalogs and schedules. Each sample entry, page, graph, etc., is followed immediately by exercises with plenty of work space. At the back is a list of words over the 6th grade level and answer keys for the exercises. Emphasis throughout is on locating facts, interpreting facts, and applying knowledge. (BGS)

003701

SERIES
TITLE: IT'S YOUR MONEY
AUTHOR: Feinstein, Lloyd L. and Maley, Charles H.
SOURCE: Steck Vaughn Company, Box 2028, Austin, Texas 78767
DATE: 1973 C PAGES: 190 PRICE: $2.18
READING LEVEL: 7-8th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: This is a series of two worktexts designed to provide solid basic mathematics review for the undereducated adult while he learns how to apply these skills to everyday consumer problems. Each volume includes review sections, extensive vocabulary development work, "challenge" tests which provide guidelines for the student in terms of his own understanding of material covered. Answers to the exercises and challenge tests may be found in a separate answer key. (BGS)

003702

TITLE: IT'S YOUR MONEY: BOOK I
SERIES
TITLE: IT'S YOUR MONEY
AUTHOR: Feinstein, Lloyd L. and Maley, Charles H.
SOURCE: Steck-Vaughn Company, Box 2028, Austin, Texas 78767
DATE: 1973 C PAGES: 98 PRICE: $1.09
READING LEVEL: 7-8th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: This is the first in a series of two worktexts designed to provide solid basic mathematics review for the undereducated adult while he learns how to apply these skills to everyday consumer problems. The volume begins with a skill/

computation review chapter; the other five chapters treat paychecks, budgets, wise buying, an introduction to geometry, and use of simple geometric skills for home improvements. Each chapter includes an illustrative story, key words and definitions, examples, partially-completed examples, work problems, and a student challenge test. Good consumer protection principles are interspersed within the chapters. (BGS)

003703

TITLE: IT'S YOUR MONEY: BOOK II
SERIES
TITLE: IT'S YOUR MONEY
AUTHOR: Feinstein, Lloyd L. and Maley, Charles H.
SOURCE: Steck-Vaughn Company, Box 2028, Austin, Texas 78767
DATE: 1973 C PAGES: 92 PRICE: $1.09
READING LEVEL: 7-8th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: This is the second of two worktexts designed to provide solid basic mathematics review for the undereducated adult while he learns how to apply these skills to everyday consumer problems. This volume begins with a skill/computation review chapter; the other four chapters treat open-end charge accounts, installment contracts, different types of loan systems, auto insurance, life insurance, and social security. Each chapter includes an illustrative story, key words and definitions, examples, partially-completed examples, work problems, and a student challenge test. Good consumer protection principles are interspersed within the chapters. (BGS)

009252

TITLE: TAKING THE WHEEL
AUTHOR: Stein, Wendy
SOURCE: New Readers Press, Division of Laubach Literacy International, Box 131, Syracuse, New York 13210
DATE: 1978 C PAGES: 96 PRICE: $3.95
READING LEVEL: 4-5th grade (Fry)
FORMAT: Textbook - soft cover
COMMENT: Many aspects of driver's education are covered in this book for new readers, beginning with information on how to get and keep a license, continuing through the major driving skills, and concluding with a discussion of the effects of health and the use of drugs and alcohol on one's driving performance. Illustrated and indexed. (WH)

009370

SERIES
TITLE: A CONVERSATION BOOK: ENGLISH IN EVERYDAY LIFE
AUTHOR: Carver, Tina Kasloff and Fotinois, Sandra Douglas
SOURCE: Prentice-Hall, Inc., Route 9W, Englewood Cliffs, New Jersey 07632
DATE: 1977 C PAGES: 422
READING LEVEL: 3-6th grade (Fry)
FORMAT: Worktexts - soft cover
COMMENT: This series, presenting a conversational approach to learning English as a Second Language, is comprised of Book I (220 pages; $5.95) and Book II (202 pages; $5.95). The books, similar in format and sequential--Book I for elementary-intermediate ESL students; Book II for intermediate-advanced ESL students--give practice in idiomatic English through focus on everyday situations students are likely

to encounter as they adjust to life in this country. The teacher's role is seen as subordinate to group learning as the primary source of knowledge. His/her goal should be to encourage students to become independent and comfortable in initiating and expanding conversations, the teacher becoming the resource facilitator within the conversation group. Profusely and well-illustrated, the conversational units provide practice in question-answer dialogue and cover such topics as introductions, getting acquainted, homes/shopping/dates-holidays-weather/shopping/traveling/ employment/health/family life/use of leisure time. A cross-cultural approach is used to foster mutual respect and understanding. There are ample conversational exercises, some of them with space for writing answers. Games, dialogue completion, role-playing, letter-writing exercises, filling in of application forms provide supplementary opportunity for learning. Type size is large and clear. All material is relevant, presented clearly and simply--the illustrations an added plus in learning. This is an outstanding new series written from on-the-job classroom experience by two teachers at Northern Essex Community College. Preparation of records to accompany the worktexts might be in order setting proper speech patterns and reinforcing learning...Something new is grammar through a matrix format, permitting improvisation, and interrelation of students within a specific context. Students are required to gather and record information about each other and to move around the classroom physically, interrelating in English without the need for constant supervision by the teacher in another variation of the basic approach. (JR)

009371

TITLE: A CONVERSATION BOOK; ENGLISH IN EVERYDAY LIFE--BOOK I
SERIES
TITLE: A CONVERSATION BOOK: ENGLISH IN EVERYDAY LIFE
AUTHOR: Carver, Tina Kasloff and Fotinos, Sandra Douglas
SOURCE: Prentice-Hall, Inc., Route 9W, Englewood Cliffs, New Jersey 07632
DATE: 1977 C PAGES: 220 PRICE: $5.95
READING LEVEL: 3-6th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: First of two books in a new series offering a conversational approach to learning English as a Second Language through focus on everyday situations the student is likely to encounter as he/she adjusts to life in a new country, this worktext is geared to group learning, self-directed, in which every student participates--the teacher becoming the resource facilitator within the conversation group. Type size is large and easy to read; illustrations are attractive, plentiful and helpful to the learning process. Conversational units provide practice in question-and-answer dialogue and cover such topics as introductions and getting acquainted/homes and life styles/dates-holidays-weather/shopping/traveling and learning how to ask for, and follow, directions/employment/health/use of leisure time. In addition to the conversation exercises, some of which have space for writing answers, there are games, dialogue completion exercises, opportunities for role-playing, letter-writing exercises, filling in of application forms. Something new is grammar through a matrix format, permitting improvisation and interrelation of students within a specific context. The introduction gives guidelines to the program. All instructions are simple and easy to follow. An excellent introductory ESL worktext. (JR)

009372

TITLE: A CONVERSATION BOOK: ENGLISH IN EVERYDAY LIFE--BOOK II
SERIES
TITLE: A CONVERSATION BOOK: ENGLISH IN EVERYDAY LIFE
AUTHOR: Carver, Tina Kasloff and Fotinos, Sandra Douglas
SOURCE: Prentice Hall, Inc., Route 9W, Englewood Cliffs, New Jersey 07632
DATE: 1977 C PAGES: 202 PRICE: $5.95

READING LEVEL: 4-6th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: Second of two books in a new series offering a conversational approach to learning English as a Second Language through focus on everyday situations the student is likely to encounter as he/she adjusts to life in a new country, this worktext is geared to group, self-directed, learning in which every student participates--the teacher becoming the resource facilitator within the conversation group. Type size is large and easy to read; illustrations are attractive, plentiful and helpful to the learning process. Conversational units review introductions, adding more depth and diversity and also cover shopping/travel-transportation/homes-life style/employment/health/family life and social customs/a changing society. In addition to the conversation exercises, some of which have space for writing answers, there are games, dialogue completion exercises, opportunities for role-playing, letter writing and filling out of application forms. Reading/discussion materials in these units are more difficult than those to be found in Book I. Matrix exercises and matrix games reinforce learning of grammatical and idiomatic concepts while permitting improvision and interrelation of students, the exercises/games building on a particular format. All instructions and explanations are simple and easy to follow. An excellent ESL worktext for intermediate-advanced ESL students from diverse educational, ethnic and cultural backgrounds. (JR)

009454

SERIES
TITLE: THE LEARNING SKILLS SERIES: ARITHMETIC - SECOND EDITION
AUTHOR: Hunter, William F. and LaFollette, Pauline L.
SOURCE: Webster Division/McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, New York 10020
DATE: 1976 C PAGES: 940 PRICE:
READING LEVEL: 1-5th grade (Fry)
FORMAT: Teaching Guide Worktexts - soft cover
COMMENT: Purpose of this excellent series is to turn the reluctant teenage math student into a competent, skilled person interested in using mathematics as a career and life-skills tool. The authors point out that although the student may be a slow learner in terms of arithmetic (and possibly reading) he/she has the same interests as other teenagers, wants to be part of the peer group, needs opportunities to succeed and to earn praise and will learn more rapidly, and with better retention, when learning is in practical or relevant terms. Material in this series of four worktexts (with comprehensive teacher's manual) is geared to differing attention spans, reading and arithmetic abilities, and maturity levels. All chapters in each worktext are similarly titled; content and exercises are geared for growing ability levels in mathematics. Chapter titles in each of the four worktexts are: 1) Review of Operations (counting, addition, subtraction, numbers in daily life, multiplication); 2) Practice with Operations; 3) Multiplication and Division; 4) Spending Money; 4) Time and Temperature; 6) Budgeting and Money; 7) Planning and Preparing Meals; 8) Geometry in Daily Life. Similar in format and approach to the separate Language Arts series by the same authors (reviewed separately), the titles of each book clue in the teacher to ability levels: Acquiring Arithmetic Skills, Level A; Building Arithmetic Skills, Level B; Continuing Arithmetic Skills, Level C; Directing Arithmetic Skills, Level D. Ability levels for the series range from grades 1-5. The teacher's manual contains all answers to exercises, a listing of general and specific objectives, overviews of series content, placement tests, chapter overviews and page-by-page helps... All workbooks have the same number of pages; each page of each level is correlated with the other levels to enable the student to move easily to a more difficult workbook in the series as he progresses and to ease the task of the teacher working with different ability levels in the same classroom. The series is particularly recommended

(it's an excellent job) because it teaches not only arithmetic skills in a way to which the slow-learning teenage student can relate but also helps students to develop mature mental and emotional attitudes, a sense of responsibility and self-direction, a practical reading and spelling vocabulary, a longer attention span, good work habits, self-esteem and some basic pre-vocational knowledge and skills. In addition to use in classes for slow learners, the series has been successfully used in adult education classes and in regular classrooms. This second edition contains metric measurements and more updated price/wage data in problems, is better balanced in terms of interest for both sexes and groups. (JR)

009447

SERIES
TITLE: THE LEARNING SKILLS SERIES: LANGUAGE ARTS
AUTHOR: Hunter, William F. and LaFollette Pauline L.
SOURCE: Webster Division/McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, New York 10020
DATE: 1978 C PAGES: 936 PRICE:
READING LEVEL: 1-6th grade (Fry)
FORMAT: Teaching Guide, Worktexts - soft cover
COMMENT: This excellent series, designed for students aged 12 and up whose communication skills are significantly below grade level, can also be used for beginning and intermediate level ESL adult classes. Materials chosen for each of the four worktexts are geared to pre-vocational and career needs, giving students the opportunity to practice the skills they will need when they leave school. Students are motivated because they find the exercises and short readings relevant and practical. The series aims to build skills in the five language arts areas: reading, writing, speaking and listening, personal and social skills, and basic grammar. All materials have been classroom tested. All topics cover basic pre-vocational knowledge and are meant to interest the teenage group. Chapter themes in each of the four worktexts are the same; the level of difficulty however differs from book to book. The format eases the task of classroom management for teachers who work with up to four levels of difficulty in the same classroom and facilitates transfer of student from one book to another if the work proves too difficult or too easy. Chapters in each of the four worktexts are: 1) Finding Information (learning how to use telephone directories, newspaper ads and other sources); 2) Following Directions; 3) Writing Letters; 4) Understanding Signs; 5) Reading Labels; 6) Filling Out Forms; 7) Finding a Job; and 8) Travel and Recreation. Each page is a self-contained lesson; each chapter is comprised of a number of lessons with exercise material, review pages and puzzle pages. Answer keys are to be found in the teacher's manual. Worktext titles are: Acquiring Language Skills, Level A; Building Language Skills, Level B; Continuing Language Skills, Level C; and Directing Language Skills, Level D. The teacher's manual gives page-by-page and level-by-level help to the teacher. It also contains the answer key. A superior and well-coordinated skills series. (JR)

009410

SERIES
TITLE: POLITICAL AND LEGAL COPING SKILLS
AUTHOR: Wallin, Katherine L., and Heinrichs, Audrey S.
SOURCE: Institute for Political Legal Education, Educational Improvement Center South, 207 Delsea Drive, Sewell, New Jersey 08080
DATE: 1978 C PAGES: PRICE: $14.00
READING LEVEL: Student: 3-8th grade (Fry) - Guide: 11th grade (Fry)
FORMAT: Worktexts, Teaching Guide - soft cover
COMMENT: This series consists of four student booklets--"What If...You Want To Register To Vote?" "What If...You Want To Cast A Ballot?" "What If...You Are Arrested?"

"What If...You Feel 'There Ought To Be A Law?"--each one divided into two sets, elementary and more advanced. A Teacher's Guide (free of charge) accompanies all booklets, providing introductions, content highlights, and content applications/ activity rationales. The student booklets begin with a list of essential words and definitions, and proceed to illuminate the contents by means of explanations, illustrations, and activities. The series can be purchased from: Ms. Beverly Schwartz, Director, Resource Dissemination Center, Centers of Adult Continuing Education, Montclair State College, Upper Montclair, New Jersey 07043. (WH)

009411

TITLE: WHAT IF...YOU WANT TO CAST A BALLOT? PARTS 1 & 2
SERIES
TITLE: POLITICAL AND LEGAL COPING SKILLS
AUTHOR: Wallin, Katherine L., and Heinrichs, Audrey S.
SOURCE: Institute for Political Legal Education, Educational Improvement Center South, 207 Delsea Drive, Sewell, New Jersey 08080
DATE: 1978 C PAGES: 70 PRICE: $4.00
READING LEVEL: Student: 3-8th grade (Fry) - Guide: 11th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: The student objectives to be attained througn the use of this booklet include the following: 1) knowing who may vote and the qualifications required for voting, 2) understanding the effects of constitutional amendments and other legislation on the electorate, 3) knowing when, where, and how to vote, and 4) knowing how to get information on candidates and how to evaluate it. Essential vocabulary is listed, and both parts (one less complex, the other, more) are illustrated with copies of the actual documents which the reader will confront in the process of voting. (WH)

009412

TITLE: WHAT IF...YOU FEEL THERE OUGHT TO BE A LAW? PARTS 1 & 2
SERIES
TITLE: POLITICAL AND LEGAL COPING SKILLS
AUTHOR: Wallin, Katherine L., and Heinrichs, Audrey S.
SOURCE: Institute for Political Legal Education, Educational Improvement Center South, 207 Delsea Drive, Sewell, New Jersey 08080
DATE: 1978 C PAGES: 80 PRICE: $4.00
READING LEVEL: Student: 4-8th grade (Fry) - Guide: 11th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: Available on two levels of reading difficulty and content complexity, this booklet equips the adult learner with essential information about the U.S. legislative process, and it helps the reader to develop skills necessary for citizen lobbist activities. It explores questions such as Who Makes Laws? What Are Laws About? When and Where Are Laws Made? How Does An Idea Become A Law? The format allows for ample student response and discovery. (WH)

TITLE: WHAT IF...YOU ARE ARRESTED? SETS 1 AND 2
SERIES
TITLE: POLITICAL AND LEGAL COPING SKILLS
AUTHOR: Wallin, Katherine L., and Heinrichs, Audrey S.
SOURCE: Institute for Political Legal Education, Educational Improvement Center South, 207 Delsea Drive, Sewell, New Jersey 08080
DATE: 1978 C PAGES: 74 PRICE: $4.00
READING LEVEL: Student: 6-7th grade (Fry) - Guide: 11th grade (Fry)
FORMAT: Worktext - soft cover

COMMENT: An attractive introduction to the documents and terminology of the legal system, and the individual's rights within it, these two booklets contain, on different reading and content levels, practical applications concerning the following rights: to remain silent, against unlawful search or seizure, to a lawyer, and to reasonable bail. The student will not only learn the processes involved in arrest, but also the theory governing the balance between society's need to project itself and the rights of individuals. (WH)

TITLE: WHAT IF...YOU WANT TO REGISTER TO VOTE? PARTS 1 & 2
SERIES
TITLE: POLITICAL AND LEGAL COPING SKILLS
AUTHOR: Wallin, Katherine, and Heinrichs, Audrey S.
SOURCE: Institute for Political Legal Education, Educational Improvement Center South, 207 Delsea Drive, Sewell, New Jersey 08080
DATE: 1978 C PAGES: 22 PRICE: $2.00
READING LEVEL: Student: 6-8th grade (Fry) - Guide: 11th grade (Fry)
FORMAT: Worktext - soft cover
COMMENT: Beginning and ending with vocabulary lists and definitions, these handy little booklets enable the reader to know the rules, procedures, and requirements for voter registration; actually to register to vote; and actually to assist others in registering. Illustrated with copies of real voter documents. (WH)

SERIES
TITLE: COMPETENCY-BASED LIVE-ABILITY SKILLS
AUTHOR: Dimock, Elna M., and Others
SOURCE: Clovis Adult School, 914 Fourth Street, Clovis, California 93612/ Special 309 Grant, California State Department of Education
DATE: 1978 C PAGES: NA PRICE: $90.00 Set
READING LEVEL: Student: 0-4,5-8th grade (Fry) - Guide: 11th grade (Fry)
FORMAT: Worktexts, Teaching Guides - loose leaf
COMMENT: The complete set of this Competency-Based Education series consists of one copy of each of the 120 modules. The modules are grouped according to A.P.L. level (I: reading level 0-4; II: reading level 5-8) and according to intended use (60 modules for the classroom, 60 modules for independent study). The independent study modules correspond to the classroom modules in content but not in reading level. The level I independent study materials are written for readers on the 4-5 grade levels; the level II books are for those at the 6-8 levels. Both the classroom and the independent study modules are color-coded and contain the following items: 1) pre-post test, 2) answer key to test, and 3) handouts (providing information, activities, and reinforcement). In addition to the core features, the classroom modules include teacher's guides, teacher's resources, answers to handouts, and an annotated bibliography. The modules for independent use offer student guides, which contain objectives estimated times for completion, and a three-column approach to introducing and learning concepts. The subject areas covered by both levels of modules are life skills, with reinforcement of reading, writing, and math. Sales tax, social security, parenting, want-ads, and job interview are only a few of the sixty lesson units offered. Only the classroom modules are abstracted; the independent study units are available from The National Multimedia Center Library. (WH)

003813

TITLE: LIFE COPING SKILLS MATERIALS LIST
AUTHOR:
SOURCE: Appalachian Adult Education Center, Bureau of Research and Development, Morehead State University, Morehead, Kentucky
DATE: 1973 PAGES: 11 PRICE:
READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guide - loose leaf
COMMENT: This is a master outline of life-coping skills which hopefully all adults can learn to handle successfully. There are seventeen major categories--1) advocacy (legal aid, civil rights, arrests, consumer rights, etc.); 2) aging; 3) children; 4) community; 5) consumer economics; 6) education; 7) family; 8) health; 9) housing; 10) insurance; 11) jobs; 12) leisure; 13) relating to others; 14) relocation skills; 15) self; 16) taxes; and 17) transportation. Each of these major categories has a detailed breakdown of sub-categories providing a comprehensive outline for ABE teachers or others working with deprived or disadvantaged adults. (JR)

006896

TITLE: TEACHING SURVIVAL SKILLS IN ADULT BASIC EDUCATION (VOLUME I)
AUTHOR: Camper, John H.
SOURCE: Jodor Publishing Company, 2110 K Street, Sacramento, California 95816
DATE: 1976 C PAGES: 166 PRICE: $4.50
READING LEVEL: 12th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: This is an orientation and practical teacher's guide for developing and teaching units in survival skills. In volume one the text begins with a discussion of the needs and characteristics of the adult basic education student. This is followed by a section dealing with steps a teacher should take before meeting the first class. School districts without teacher handbooks or manuals for teachers of adult basic education will find this chapter...helpful in staff orientation. There is a discussion of methods and techniques of instruction in ABE programs. The bulk of the text is a discussion of how to develop teaching units on survival skills. Starting with a model course outline the author develops the following topics in survival skills: health practices; home and family living; consumer education; practical government. This guide could be very useful in teacher and teacher-aide orientation sessions. Volume II which contains suggested activities, exercises, and sources of free materials is soon to be released. (JR)

005184

TITLE: AN INSTRUCTIONAL GUIDE FOR ABE TEACHERS OF THE MID-ALABAMA ADULT AND VOCATIONAL EDUCATION DEMONSTRATION TRAINING CENTER
AUTHOR: Carson, James E., Sparks, Peggy F. and Mahone, Denise F.
SOURCE: Mid-Alabama Adult and Vocational Education Demonstration Training Center, Tuskegee Institute, Tuskegee, Alabama
DATE: 1974 PAGES: 84 PRICE:
READING LEVEL: 8th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: Teachers are provided in this booklet with background information and suggested approaches in the different "survival" areas of adult life--consumer education, career education, health education, communications (English) and everyday

mathematics. The authors emphasize to the instructor the importance of knowing his/her students in relation to age and ability levels, economic characteristics, educational and cultural background so as to adapt these materials most effectively to aid them. Activities are suggested; quizzes are presented (with the correct answers). All of these are designed to make students active participants in the learning process. (JR)

009317

TITLE: THE CASE FOR COMPETENCY-BASED EDUCATION: FASTBACK 118
SERIES
TITLE: FASTBACK TITLES
AUTHOR: Parnell, Dale
SOURCE: Phi Delta Kappa,Eighth and Union, P.O. Box 789, Bloomington, Indiana 47401
DATE: 1978 C PAGES: 46 PRICE: $.75
READING LEVEL: College (Fry)
FORMAT: Professional Textbook - soft cover
COMMENT: Upgrading student skills through a competency-based program is an achievable goal, the author shows, as he cites what has been done in the State of Oregon. In this monograph--one in a continuing series of booklets for use in teacher/administrator in-service education--the need to establish linkage and relevance between the school curriculum and basic life needs of individuals is emphasized. The survival skills curriculum is described which has helped students achieve minimal competence grade by grade as they successfully advance through school. (JR)

004596

TITLE: INTERIM REPORT: COMPETENCY-BASED CERTIFICATION PROJECT FOR ADULT EDUCATORS
AUTHOR: Falcone, Margaret and Pratico, Denis
SOURCE: State of New Jersey, Dept. of Education, Division of Field Services, Bureau of Adult and Continuing Education, 225 W. State Street, Trenton, NJ 08625/HEW Region II Staff Development Project, 14 Normal Avenue, Montclair State College, Upper Montclair, New Jersey 07043
DATE: 1973 PAGES: 59 PRICE: Free
READING LEVEL: 10th grade (Fry)
FORMAT: Teaching Guide - loose leaf
COMMENT: With the ultimate goal of this project certification for adult educators and the concomitant upgrading of qualifications and abilities of such personnel in order to benefit the adult student who wants to learn, this study has sought to identify and outline criteria against which to check competency of adult educators. The task force for adult education involved four basic areas of learning: 1) Adult Basic Education; 2) English as a Second Language; 3) High School Equivalency and 4) Counselors of Adults. Presented in outline form these objectives cover: a) suggested specific skills; b) suggested evaluative criteria; c) suggested evaluators; and d) suggested training procedures and/or materials. Each of the major ABE skills-reading, math, communications and social living skills--are outlined in depth. Similar patterns are followed for the other areas. (JR)

004595

TITLE: SECOND INTERIM REPORT: COMPETENCY-BASED CERTIFICATION PROJECT FOR ADULT EDUCATORS
AUTHOR: Falcone, Margaret and Angelo, Robert
SOURCE: State of New Jersey, Dept. of Education, Division of Field Services, Bureau of Adult & Continuing Education, 225 W. State Street, Trenton New Jersey 08625 and the HEW Region II Staff Development Project, 14 Normal Avenue, Montclair State College, Upper Montclair, NJ 07043

DATE: 1974 PAGES: 32 PRICE:
READING LEVEL: 10th grade (Fry)
FORMAT: Teaching Guide - loose leaf
COMMENT: This second interim report of a continuing project, designed to set performance standards and goals for adult educators to upgrade their qualifications and abilities so as to benefit the adult learner, reports on progress since issuance of the first interim report in June, 1974 (See abstract #004594). The task forces set up in the four basic instructional areas--Adult Basic Education, English as a Second Language, High School Equivalency, and Counselors of Adults--report on accomplishments this past year in identifying components of an "ABE Taxonomy." Competencies since established by the task force are basically five: 1) understands the adult as a learner; 2) has a knowledge of the history and structure of adult education; 3) has a good knowledge of subject areas; 4) knows, and can use, proper procedures and techniques; 5) self-perception--has a knowledge of his own abilities and lacks in reaching the adult student. This report, like its predecessor, presented in outline form, a progress report on the four basic instructional areas precedes each breakdown of skills. This report is part of a continuing study to determine the feasibility of changing the present certification process to include issuance of an Adult Educator's certificate based on an evaluation of the candidate's actual performance as a teacher in terms of statewide performance criteria being set up by this task force. (JR)

007367

TITLE: 1976 LIFE COPING SKILLS OBJECTIVES CATALOG--A SURVIVAL COMPETENCIES PROGRAM
AUTHOR: Foreman, Dale I. and Allen, Sally J.
SOURCE: The Council for REAL (Realistic Evaluation to Aid the Learner) Education, 6495 Happy Canyon Road, #124; Denver, Colorado 80237
DATE: 1976 C PAGES: 92 PRICE: $10.00
READING LEVEL: 11th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: This publication is a catalog of goals, sub-goals and behavioral objectives that provide a framework of essential skills with which schools should be equipping their students. A set of major skill categories (and the components of each skill within the category) is enumerated in the table of contents; the body of the manual consists of the elaboration of these skills and their components. All text material is presented in terms of objectives. The material is designed for use in curriculum planning, as a basis for building an evaluation system, as a resource for selecting goals in teacher-student planning, and as a base for monitoring student progress in skill areas. Objectives are presented in three ways: 1) as skill category descriptors; 2) as sub-goal statements, defining the competencies related to the category area; and 3) as behavioral objectives, specifically defining the required student behavior under the particular competency. The fourteen basic life-coping skill areas as defined here are: basic reading, listening, communication, interpersonal skills, group process, self-maintenance, self-effectiveness, information gathering, information organizing, information processing, critical analysis, basic mathematics, problem solving, aesthetic skills. The authors suggest using this material not to conform to school subject areas but instead as a means of crossing and cross-relating subject areas. Altogether over 1200 behavioral objectives are included. The goals and objectives presented here, although designed primarily for young people, are adaptable for use with adults as well. The method is much like that of the APL study, but the content--in terms of behavioral objectives -is more complex, going beyond "functional literacy" to more traditional high-school-type tasks and problems. (JR)

007277

TITLE: COMPETENCY-BASED ADULT EDUCATION PROFILE AND RELATED RESOURCES
AUTHOR: Parker, James T.
SOURCE: Field Operations and Services Branch, Division of Adult Education, U.S. Office of Education, 7th and D Streets, SW., Washington, D.C. 20202
DATE: 1976 PAGES: 60 PRICE: Free
READING LEVEL: 9th grade (Fry)
FORMAT: Teaching Guide - loose leaf
COMMENT: This eagerly-awaited listing of Adult Performance Level (APL) and Competency-Based Adult Education (CBAE) projects across the country abstracts some 100 current projects, giving basic information on project status, activities, products and contracts. Projects in this document were identified with the assistance of the Adult Education Regional Program Officers and State Directors; most are supported by federal funding under the Adult Education Act, some by the Indian Adult Education and Consumer's Education programs. The second part of the listing contains basic information on a variety of available or soon to be available resources that may assist programs in priority setting, testing, curriculum development and other areas. Resource description, availability and contact are provided. An update of the profile is scheduled for February, 1977. N.B.: THIS LISTING WILL NOT BE AVAILABLE FOR GENERAL DISTRIBUTION UNTIL APPROXIMATELY FEBRUARY 1, 1977. (BGS)

009325

TITLE: REPORT OF THE USOE INVITATIONAL WORKSHOP ON ADULT COMPETENCY EDUCATION
AUTHOR:
SOURCE: U.S. Department of Health, Education, and Welfare, Government Printing Office, Washington, D.C.
DATE: 1978 PAGES: 60 PRICE:
READING LEVEL: College (Fry)
FORMAT: Report - soft cover
COMMENT: The National Invitational Workshop on Adult Competency Education was convened in February 1978, to discuss issues relative to competency-based adult education programs, with the hope that the participants would become more aware of new approaches to this field. This report contains the results of committee work in defining issues and responsibilities; an article, "A Review of Competency-Based Adult Education," by Joan Fischer; and Paul Taylor's "Selected Issues in Competency-Based Adult Education: A Delphi Study." (WH)

007366

TITLE: A CURRICULUM GUIDE FOR ADULT EDUCATORS BASED ON THE ADULT PERFORMANCE LEVEL STUDY
AUTHOR: Basner, Shari; Boulemetis, John and Verdi, Marie
SOURCE: University of Rhode Island; Curriculum Research and Development Center/ Rhode Island Department of Education, Kingston, Rhode Island 02881
DATE: 1976 PAGES: 168 PRICE:
READING LEVEL: 9th Grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: This comprehensive curriculum guide, developed in Rhode Island under Title X state funding, is designed for all ABE programs dealing with adult education. It approaches the goal of functional literacy through analysis and follow-through of the Adult Performance Level Study--teaching students what they need to know in order to meet the demands of daily living. The basic academic skills of reading, writing, speaking, listening and computation are not taught per se but as an integral part of five areas of competency-based education: 1) occupational knowledge; 2) consumer economics; 3) health; 4) community resources; and 5) government and law. For each of

the five areas, goals are listed for competency-based instruction, as are suggested activities for each goal and bibliographic material--the latter coded for level of difficulty. The last part of the guide contains a behavioral objectives bank consisting of specific goals, level by level for each content area, that can be tested, measured or evaluated. The teacher is expected to develop additional behavioral objectives as needed. The entire package focuses on content rather than procedures--these left to the good judgment of the teacher/administrator. (JR)

006906

TITLE: ADULT FUNCTIONAL COMPETENCY: A SUMMARY
AUTHOR:
SOURCE: Adult Performance Level Project, Industrial and Business Training Bureau, Division of Extension, 103 Extension Building, University of Texas, Austin, Texas 78712
DATE: 1975 PAGES: 30 PRICE: Free
READING LEVEL: 12th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: This is an excellent summary of the methods, goals, results and implications of the extremely important Adult Performance Level Study. The three APL functional competency levels are defined and illustrated; some indication of the enormous impact APL has had on the field of adult education is given. (BGS)

00342 3

TITLE: AN ANNOTATED BIBLIOGRAPHY OF MATERIALS RELATING TO APL'S AREAS OF NEED
AUTHOR: Northcutt, Norvell (Director)
SOURCE: Adult Performance Level Study, Industrial and Training Bureau, Division of Extension, University of Texas, Austin, Texas 78712/U.S. Department of Health, Education, and Welfare, USOE
DATE: 1973 PAGES: 58 PRICE:
READING LEVEL: 11th Grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: This booklet lists publications and curriculum materials available at little or no cost in the areas of adult need as defined by the Adult Performance Level. The listings are representative of government, state agencies/department, private publisher and corporation offerings. Entries are thoughtfully annotated for suitability and grade level; prices and other data are not provided. Subject areas include job application, employment for women, money management, diseases, child development and family care, auto maintenance, wise buying, drug abuse, home improvement, citizens' rights, voter information and community resources. (BGS)

005494

TITLE: THE ABC'S IN APL: AN ANNOTATED BIBLIOGRAPHY OF MATERIALS RELATED TO THE ADULT PERFORMANCE LEVEL GENERAL KNOWLEDGE AREAS
AUTHOR: Northcutt, Norvell (Director) Newman, Debbie and Shelton, Elaine
SOURCE: Adult Performance Level Project, Industrial and Training Bureau, Division of Extension, University of Texas, Austin, Texas 78712/U.S. Department of Health, Education and Welfare, Office of Education
DATE: 1974 PAGES: 196 PRICE: $2.50
READING LEVEL: 6th grade (Fry)
FORMAT: Teaching Guide - soft cover
COMMENT: This long-awaited publication lists and annotates ABE materials according to their effectiveness in meeting the detailed APL requirements and objectives; materials have been submitted to the Fry Readability Formula and are so indexed. Broad areas covered here are consumer economics, occupational knowledge, health, community

resources, government and law. Performance objectives within each subject and grade level have been translated as goals, objectives and tasks. Materials from commercial sources as well as private foundations, government agencies, federally-funded projects, state departments of education and other organizations are included. Listings also include filmstrips and other audio visual materials. Designed to assist the ABE instructor in selecting classroom materials, the skill areas within each category--reading, writing, speaking, listening, computation, problem-solving, interpersonal relations--are defined. There is cross-indexing and relisting of annotations, when applicable to more than one subject area. Comments and criticism personalize the reviews. Publications deemed especially worthwhile by the authors have been so marked. (BGS)

009470

TITLE: A STUDY OF FUNCTIONAL EDUCATION NEEDS OF NEW JERSEY ADULT BASIC EDUCATION STUDENTS, ADULT FUNCTIONAL COMPETENCY PROJECT - FINAL REPORT
AUTHOR: Flaherty, Jane F.
SOURCE: Special Project (309) Grant--New Jersey State Department of Education, Division of Field Services, Bureau of Adult, Continuing, and Community Education, Trenton, New Jersey
DATE: 1977 PAGES: 110 PRICE:
READING LEVEL: College (Fry)
FORMAT: Report - soft cover
COMMENT: The primary purpose of this project was "to document the reactions of ABE students to certain competencies identified by the APL (Adult Performance Level) study as essential to success in contemporary society." More specifically, the objectives set for the one-year study were: 1) an analysis of the needs of ABE students in New Jersey, 2) a determination of the relationship between basic skills and functional competency, 3) a review of APL research, and 4) a model or procedure for conducting an assessment of student needs. How the project team met these objectives is the content of this report. Briefly stated, the recommendations of the project leaders are that a greater emphasis be put on life-related skills in ABE programs; that the basic skills of reading, math, and composition be taught in a comprehensive manner; and that basic skills curriculum materials be designed primarily for practical application. (WH)